



**THE INSTITUTE FOR
MARRIAGE & FAMILY AFFAIRS**
TURNING PASSION TO PURSUIT

Student Handbook



The Institute for Marriage and Family Affairs (TIMFA)

The Institute For Marriage & Family Affairs

STUDENT HANDBOOK



THE INSTITUTE FOR
MARRIAGE & FAMILY AFFAIRS
TURNING PASSION TO PURSUIT

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WELCOME AND OVERVIEW OF TIMFA USA

A MESSAGE FROM TIMFA USA PRESIDENTS



Welcome to TIMFA USA,

Dear Student,

It is our pleasure to welcome you to The Institute For Marriage and Family Affairs (TIMFA USA). At TIMFA USA, we continually look for ways to improve your learning experience, and our dedicated faculty and staff are here to support you at every step of your learning journey. It is our hope that you, in turn, will apply what you learn at TIMFA USA to make a positive impact in your family, community, vocation, and society.

The TMFA USA Student Handbook is the primary resource for academic policies and procedures,

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academic and student resources, and financial services policies for TIMFA students. Please note that you are subject to the program requirements for the Student Handbook published during the period of your admission to TIMFA USA. We also encourage you to review this Student Handbook thoroughly for our most current policies and procedures.

Students who are admitted for, and enrolled during, a session are subject to the policies and procedures described in this TIMFA Student Handbook. TIMFA USA reserves the right to change any provision, offering, requirement, or fee at any time within the student's enrollment period.

Neither the provisions of this Student Handbook nor the acceptance of students to TIMFA USA through the admission, enrollment, and registration processes constitutes a contract or an offer of a contract. TIMFA USA further reserves the right to require a student to withdraw from the institute for cause at any time.

As you begin your tertiary education journey with us, be sure to take advantage of our wide range of services designed to support your student success. Our faculty and student support team are available to help whenever you need it.

On behalf of the Board of Directors of TIMFA and the entire academic and support services team, thank you for choosing TIMFA to continue your tertiary education. We look forward to assisting you in any way we can.

Sincerely,

Rev. Dr. Vic & Rev. May Victor

Presidents, TIMFA USA

ABOUT TIMFA USA

TIMFA USA was established by Dr. Vic Victor and Rev May Victor in 2016 to identify, empower, train, equip, and commission marriage and family mentors as well as mental health and addiction counselors around the world with information and resources for enriching relationships, maintaining stable homes, and raising healthy children. TIMFA USA provides cultural and environment-sensitive training, certifications, research, and support for premarital educators, therapists, counselors, social workers, and leaders interested in healing the whole person, body, mind, and soul.

Training

TIMFA USA provides cutting edge information, transformational education, practical skills, and certifications through our online and on-site platforms. The subject matter of our training includes Marriage Mentoring, individual, couple and family counseling, behavior modification, grief counseling, trauma intervention, crisis intervention and management, addiction treatment, spiritual recovery, treatment of mental disorders, etc.

Research

TIMFA USA provides platforms for studying and researching into the healing of the body, mind, and soul of the individual with a special focus on the lifestyles and cultures of our focus groups and population. In furtherance of this objective TIMFA USA is actively involved in searching and identifying evidence-based treatment modalities, therapies, and medicines from all over the world for the purposes of determining their suitability and adaptations to focus population.

Resources

We develop training materials and provide training and training platforms to laypersons, therapists, clinicians, and counselors engaged in health, wellness, and mental health treatment of the body, mind, and soul. We provide training and certifications for Marriage Mentors, Marriage and Family Counselors, Mental health Therapists and Technicians, Marriage and Family Counselors, Life and Relationship Coaches, and Crisis Management Officers.

Platforms/Media

TIMFA USA provides platforms for discussion of social and environmental issues that impact couples, children and entire focus population through our social media platforms, television programs, and video productions and movies.

Faculty

Our faculty members are highly accomplished individuals who are fully credentialed by TIMFA. All our faculty members are heads of NGOs and ministries. These men and women have labored with us live and online and share our vision of servant leadership. They are men and women who are passionate about marriage and family. Academically, our faculty is representative of all spectrums of life: lawyers, professors, social scientists, doctors, engineers, students, businessmen and women etc.

TIMFA USA PHILOSOPHY AND VISION

TIMFA USA is a purpose pursuing, legacy making, transgenerational, destiny transforming mission. At TIMFA USA, we are driven by our passion and fear of God in our belief that if we train and prepare one young adult for marriage, we build a building block to restoring the dignity of marriage and family; if we keep one couple together, we help parents raise healthy and happy children; if we save one family from divorce, we help a couple to model covenant marriage to their children, their church, their community and their nation. If we train and equip one pastor, we touch and transform an entire congregation and community.

TIMFA USA MISSION STATEMENT

TIMFA USA mission is Six-fold.

1. Identify men and women with a passion for marriage and relationship,
2. Recruit them
3. Empower them,
4. Educate them,
5. Equip them and
6. Commission them to join the army of God with the most modern skills and resources.

TIMFA USA GOALS

1. To promote the marriage institute through the teaching of love, peace, and any or all lawful purposes.
2. To prepare and train families on organized systems of child upbringing.
3. To train marriage mentors on counseling and mentorship best practices.
4. To train religious leaders, organizations and other interested individuals on family vision and management of matrimonial conflicts.
5. To conduct research and write educational and training materials.
6. To promote family welfare
7. To establish center for marriage and family advancement.

TIMFA USA PROGRAM GOALS

Our diverse and comprehensive curriculum: TIMFA USA provides its students with top-notch and well-rounded intellectual foundation necessary to see the interrelationships among the central ideas and means of expression that are specific to the disciplines. This foundation supplies a context for knowledge and makes possible the cross-fertilization of ideas to enhance creativity, innovation, and problem solving.

Student-centeredness: TIMFA USA faculty and staff are devoted to helping students in balancing their education within personal and professional lives.

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Real-world application: The programs are developed by TIMFA USA well-rounded faculty members who continually assess courses to make sure they are current and relevant.

International perspectives: TIMFA USA has served more than 2000 students around the globe from over 15 countries, both on-site and online. As a student registered with TIMFA USA, you have an unprecedented opportunity to expand your international outlook and gain insights that you can apply directly to your professions.

Positive social change: TIMFA USA believes that knowledge is most valuable when used for the greater good. Students, alumni, and faculty are committed to improving the human and social condition by creating and applying ideas to promote the development of individuals, families, communities, and organizations as well as society.

Lifelong learning opportunities: TIMFA USA promotes and expands life-long learning opportunities for students of all ages through positive relationships, community involvement, community engagement and outreach, and collaborative planning in the efficient use of resources.

ADMISSION QUALIFICATION

The admission qualification includes: Competency in English Language, successful completion of Grade 12 with a High School Diploma or its equivalent and a passion for marriage and family affairs.

COURSES OFFERED AT TIMFA USA

TIMFA USA's online and offsite programs train you in research and evaluation methods for evidence-based practice. The list below provides details of courses offered at TIMFA USA. Our courses are offered online and offsite and they follow a three-semester schedule, Spring, Summer and Autumn Semesters.

You are required to attain a grade of 80% for certification. If you fail the certification examination after three attempts, you will be required to retake the course by paying the full tuition before certification. Requests for extension of time to watch the video or submit the examination is granted upon payment of our administrative fee of 40% of tuition.

ESSENTIAL SKILLS, SHORT COURSES

1. Grief, Loss, and Trauma Counseling (GLTC):

Course Duration: 2 Weeks; Tuition: \$50; Delivery: Online/Onsite

- The objective of this course is to heal the hurting hearts.
- Helps individuals, couples, and families cope with the loss of loved ones, loss of jobs, business, lifestyle, and separation from travel restriction.

2. Counseling Families with Addiction Cases (CFAC):

Course Duration: 2 Weeks; Tuition: \$50; Delivery: Online/Onsite

- The course's objective is to provide you with the necessary skills to help families going through the effects of alcohol and drug addiction, which has become even more complex as people try to cope with job and/or income losses from the coronavirus pandemic.
- Addiction, especially to alcohol and drugs, will require some coping skills to manage their stress from economic losses and uncertainties.
- For families with addiction cases, we recognize that one-person's addiction can lead to the suffering of the entire family.

3. Counseling Single Parents and Stepparents (CSPS):

Course Duration: 2 Weeks; Tuition: \$50; Delivery: Online/Onsite

- The course's objective is to empower you with knowledge on the new dynamics of blended families.
- The global lockdown has highlighted the need for companionship as those who live alone experience loneliness. Marriages will fail and family systems collapse under the weight of the economic woes and uncertainties in the post coronavirus era.
- Even as new families emerge as individuals search for companionship, you will need emotional development on coping strategies to help these families thrive.

4. Counseling Newlyweds Under -5 years (CNU5):

Course Duration: 2 Weeks; Tuition: \$50; Delivery: Online/Onsite

- This course is aimed at helping young couples, under 5-years in marriage, to cope with the increasingly challenging times.
- Premarital and post marital counseling are necessities for newlywed couples.
- Seeking help for your marriage is not a sign of weakness, especially the post-wedding counseling as the weight of building a new family overwhelms new couples.

Certificate for Mental Health and Addiction Counseling (CMHAC)

Course Duration: 6 Months; Tuition: \$950; Delivery: Online/Onsite

What you will learn:

Module A.

- Basic Addiction and Physiology of Substance Use Disorder
- 12 Core Principles of Addiction Counselor

Module B.

- Counseling Substance Abuse Clients
- Basic Counseling Skills in Addiction Treatment
- Selected Counseling Theories
- Group Dynamics in Addiction Treatment

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Module C.

- Substance Abuse Recovery Support
- Addiction and Family
- Introduction to the Twelve Step Program
- Building Social Support for Recovery

Module D

- Basics of Mental Health Counseling
- The Etiology of Mental Disorder
- Who Does Mental illness Affect
- How Mental Health is Diagnosed
- Common Mental Health Disorder/Interventions

Module E

- Business of Addiction & Substance Abuse Rehabilitation
- Group Therapy Practical
- Overview of substance use Disorder Treatment
- Community Based Drug Prevention and Treatment
- The Business of Addiction Treatment
- Internship, Affiliation and Partnership

Marriage Mentor Certification Course (MMCC)

Course Duration: 5 Weeks; Tuition: \$100; Delivery: Online/Onsite

MMCC provide the keys to healthy relationships and expose students to the root causes of problems in relationships. MMCC provides structures and systems for maximum result in marriage and family practice.

This course is broken down into 10 sessions. At the completion of this course you will be certified a Marriage Mentor and Relationship Coach.

What you will learn

- Intake and Gathering Information
- Understanding Marriage
- Overview of problem areas in marriage
- Communication: Where it all begins
- Money: Where it ends
- Intimacy: Where it continues
- Managing conflict in marriage and relationship
- Resolving conflict in marriage and relationship
- Setting boundaries in marriage
- Parenting that works

Master Mentor Advanced Certification (MMAC):

Course Duration: 5 Weeks; Tuition: \$130; Delivery: Online/Onsite

MMAC is the advanced course to MMCC and MMCC is the pre-requisite to MMAC. At the completion of this course you will be certified a Master Mentor and Relationship Coach.

What you will learn

Part 1: Life Skills.

- Personal and Couples Vision Statement
- Setting Smart Goals
- Money Management
- Time Management
- Improving Self Esteem
- Assertiveness
- Anger Management

Part 2: Counseling Skills

- Counseling Skills and Techniques
- Consultation and Supervision

Part 3: Spirituality and Counseling

- Special Population
- Spirituality and Counseling

Part 4: Business Ideas

- 21 Business Ideas For Mentors and Coaches

TIMFA USA PROGRAM POLICY ON ANTI-DISCRIMINATION

At TIMFA USA we believe strongly on diversity. Diversity includes but is not limited to age, race, color, ethnicity, gender, gender identity, cultural background, national origin, religion, veteran status, spiritual belief and/or affiliation, sexual orientation, relationship status, socio-economic status, academic and professional background, health status, belief systems, learning disability, or physical limitations, and that equal access to opportunity and facilities is available to all.

TIMFA USA is committed to understanding and appreciating the diversity among people and the principle that in no aspect shall there be discrimination in the treatment of any person, including but not limited to prospective and enrolled students, clients, faculty, staff, or supervisors. Non-discrimination applies also to activities, including but not limited to recruitment, admission, codes of conduct, hiring, retention, or dismissal of students, faculty, and supervisors or other relevant educators and/or staff.

DISPUTES AND GRIEVANCES RELATED TO GRADES

The first step in handling any grievance is to discuss the matter with the concerned individual. If this step is unproductive or, in your judgment, inappropriate, then you should contact the following people:

- If the grievance is with an instructor concerning a class matter, the chair of the program should be contacted.
- If the grievance is with another student in the TIMFA USA Program, you should contact the TIMFA U S A Program Director.

Students should be aware that, with rare exceptions, the final decision on issues concerning grades rests with the Instructors. As grievances are concerned, the TIMFA Student Handbook states that a student may file a grievance through the Institute only if the student believes the grade attained is capricious and arbitrary. Simple disagreement with the grade assigned does not constitute a basis for a grievance.

STUDENT CODE OF CONDUCT: RULES AND REGULATIONS

Academic Misconduct

Academic misconduct is defined as a violation of TIMFA USA's standards of academic integrity whether these violations are intentional or unintentional. Academic misconduct consists of cheating on an exam, plagiarism on an academic assignment, or unauthorized collaborative work.

Evidence of academic misconduct may include, but is not limited to, the following:

- Some of the student's work coincides with or closely paraphrases a source that is not properly acknowledged.
- Glaring coincidences in the work of students on exams, papers, problem sets, etc., where cooperation in producing the work was not permitted.
- Submission of the same work in more than one course. When submitting any work to an instructor for a course, it is assumed that the work was produced specifically for that course. Submission of the same work in more than one course without prior approval is prohibited.

Discrimination, Including Harassment, Based On A Protected Class

Discrimination, including harassment for this purpose includes unreasonable, unwelcome conduct, based on an individual's sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, marital status, medical condition, veteran status, disability or any such discrimination that objectively and subjectively harms the person by

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severely, persistently, and/or pervasively denies the person equal access to educational opportunities and community life, or terms and conditions of employment.

Depending on the severity of the circumstances, infractions may be resolved through a variety of appropriate methods, ranging from informal, remedial steps, including training, counseling, or mediation to disciplinary action, up to and including suspension or expulsion. In all cases, TIMFA USA encourages individuals to seek support and assistance as soon as possible.

TIMFA USA's Sexual Assault and Harassment Policy specifically prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, intimate-partner violence, dating violence, and domestic violence, retaliation, stalking, and other misconduct that is sex or gender based, or in the context of an intimate partner relationship including: bullying and intimidation, stalking, physical assault, and discrimination.

Bullying and Intimidation

Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause or any reasonable person should know would cause physical or substantial emotional harm to another person or group. Bullying conduct may not only cause a negative effect on individuals targeted, but also others who observe the conduct. Bullying conduct is severe, persistent, or pervasive and has the effect of doing any of the following:

- (i) substantially interfering with a student's education or full enjoyment of the institute
- (ii) creating a threatening or intimidating environment;
- (iii) substantially disrupting the orderly operation of the institute; or
- (iv) unreasonable actions directed towards an individual (or a group) resulting in intimidating, degrading, humiliating, or undermining behavior that creates a risk to the health or safety of individuals.

Bullying is prohibited, and participating in such acts will result in disciplinary action.

False Representation

A student may not knowingly provide false information or make misrepresentations to any TIMFA USA department. In addition, forgery, alteration, or unauthorized possession or use of TIMFA USA documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited and subject to disciplinary action.

Unauthorized Use of TIMFA USA Services

The unauthorized use of TIMFA USA property, including but not limited to intellectual property, documents and records; equipment and materials, is a violation of TIMFA USA policy and is subject to disciplinary action including civil litigation.

Contact Info

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